

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

DDA/CMS
7C18, HQS

DATE _____

TO: (Officer designation, room number, and building)

DATE _____

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. D/OC

2. D/OF

1212, Key

3. D/ OIT

2D00, HQS

4. D/OL

5. D/O MS

1D4061, HQS

6. D/OP

7. D/OS

8. D/OTE

1026, C of C

9.

10.

11.

12.

13.

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15.

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FORM 610 USE PREVIOUS EDITIONS
1-79

☆ U.S. Government Printing Office: 1985-494-234/49156

DDA 87-2082

29 SEP 1987

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Information Technology
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education

FROM: Henry P. Mahoney
Acting Deputy Director for Administration

SUBJECT: Submission of FY-1988 Senior Intelligence Service (SIS)
Position Requirements

1. This year the SIS Position Requirements evaluation will be based on a zero based review. Under procedures approved by the DDCI, each Directorate will conduct a review of ALL current SIS positions as well as submit new SIS position requirements listing. Therefore, you must review each of your current SIS positions to determine if the SIS requirement still exists and to confirm that the position is performing at the SIS level. The positions you determine as no longer having SIS-level requirements can be used for offsets against new positions you recommend for SIS-level status.

2. It is therefore requested that you submit the following two listings (samples attached) with the supporting documentation as appropriate:

- A. SIS positions no longer functioning at the SIS level;
- B. Requested NEW SIS positions (a position description and a statement outlining the changes that elevate each request to the SIS status must be included; offsets from 2.A. should be noted herein).

3. In order to meet the 1 November due date in the Office of Personnel, it is requested that your submissions reach the DA/CMS/Personnel Officer no later than 26 October 1987. A composite DA listing will then be forwarded to OP/Planning and Component Support Division (P&CSD) for their evaluation. As in the past, final allocation of any new SIS positions for FY-88 will be determined by the DDCI.

4. If you have any questions, please call the DA Personnel Officer on green

Henry P. Mahoney

25X1

Attachments:
Spreadsheets as stated

25X1

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SUBJECT: Submission of FY-1988 Senior Intelligence Service (SIS)
Position Requirements

DDA/CMS/ (29 Sep 87)

25X1

Distribution:

- Orig - D/OC w/atts
- 1 - D/OF w/atts
- 1 - D/OIT w/atts
- 1 - D/OL w/atts
- 1 - D/CMS w/atts
- 1 - D/OP w/atts
- 1 - D/OS w/atts
- 1 - D/OTE w/atts
- 1 - DDA Subj w/o atts
- 1 - DDA Chrono
- 1 - DDA/CMS Chrono w/o atts
- 1 - DDA/CMS Subj w/atts

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October 1987
Attachment A

OFFICE OF _____

SIS Positions No Longer Functioning at SIS-Level and to be used for Offsets of NEW SIS Positions Requested

<u>POSITION #</u>	<u>POSITION TITLE</u>	<u>LOCATION</u>	<u>OFFSET FOR NEW REQUIREMENT</u>
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October 1987
Attachment B

OFFICE OF _____

<u>RANK</u> <u>ORDER</u>	<u>OFFICE</u>	<u>POSITION TITLE</u>	<u>PROPOSED</u> <u>SIS GRADE</u>	<u>FUNCTION</u>	<u>UPGRADE CURRENT POSN #</u> <u>or NEW POSITION/OFFSET</u>
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